

# Resume Writing 101

## The Header

- ▶ **What should be included?**
  - ▶ Name
  - ▶ Permanent and present address
  - ▶ E-mail Address (make sure it's appropriate)
  - ▶ Telephone Number
- ▶ **Where should contact information go?**
  - ▶ Top of the page

## Objective Statement

- ▶ **Purpose**
  - ▶ Communicate the type of position you are interested in

## Education

- ▶ **Name of School**
  - ▶ Include city and state
- ▶ **Name of your degree**
  - ▶ What you received or will be receiving
  - ▶ Include date of completion or expected date of completion
- ▶ **GPA**

## Experience

- ▶ **What is considered “experience”**
  - ▶ Full and part-time jobs
  - ▶ Volunteer Work
  - ▶ Internships
- ▶ **Information to include**
  - ▶ Job Title
  - ▶ Dates of Employment
  - ▶ Company Name
  - ▶ City and State

## Listing Responsibilities

- ▶ Use bullet points
- ▶ Start each line with an action verb
  - ▶ Present tense if currently employed
  - ▶ Past tense if no longer employed
  - ▶ Vary your choice of verbs
- ▶ Tailor skills and experiences to the position you are applying for

- ▶ Be concise while providing enough detail

### **Honors and Awards**

- ▶ Order by dates
  - ▶ Reverse Chronological
  - ▶ Example:
    - ▶ Honored Titan (May 2018)
    - ▶ Student of the Month (October 2017)
    - ▶ Honor Roll (June 2017)

### **Professional Affiliations and Activities**

- ▶ Order by date
  - ▶ Reverse chronological
- ▶ Do not say *Member of...*
- ▶ Emphasize your leadership roles
- ▶ Spell out the organization's or clubs name
  - ▶ Do not use abbreviations or acronyms

### **References**

- ▶ Need at least **two**
- ▶ Cannot be a friend or family member
- ▶ Include name, job title and phone number

### **Resume Dos**

- ▶ Use action verbs
- ▶ Use short, concise sentences
- ▶ Keep resume easy to read
- ▶ Keep resume about one page

### **Resume Don'ts**

- ▶ Do not use pronouns such as I, me, my, etc.
- ▶ Do not clutter your resume with nonessential information
- ▶ Do not make any misrepresentations
- ▶ Do not include personal information
  - ▶ Social Security Number, sex, height, weight, photograph, etc.